

News You Can Use

A publication for University of Wisconsin-La Crosse employees

From the Desk of the Executive Director

April is a month of showers that produce May flowers according to the childhood rhyme, so we salute Earth Day with information on 'going green'. April is also the often dreaded deadline for filing federal and state income taxes, so we provide a different view and some tools that anyone can use to build personal wealth. As the last weeks of classes and campus activities rush toward us, we hope you find time to enjoy the spring weather.

Jennifer B. Wilson

How Much Do You Know About Millionaires?

When we think of wealthy people, we often think of icons in the news or the instant millionaires created by prize shows or lotteries. How much do you know about wealth and where it comes from? How can you increase your wealth? Here are some tips based on [Get Rich Slowly blog](#) and [The Millionaire Next Door](#).

Get a college degree: Four out of five millionaires are college graduates. Eighteen percent have Master's degrees, eight percent law degrees, six percent medical degrees, and six percent Ph.D.s. Education pays. In recent years, the average college graduate earned 66 percent more than the average high school graduate. People with professional degrees earned 150 percent more than high school graduates did.

Be prepared to work: About 2/3 of all millionaires work 45-55 hours a week. A majority of millionaires are in ordinary industries and jobs. About three out of four millionaires are self-employed and consider themselves to be entrepreneurs rather than working for big Fortune 500 companies. Most of the others are professionals, such as doctors, accountants, and lawyers. They are proficient in targeting marketing opportunities.

Don't wait for a trust fund, estate, or lottery to make you wealthy: Only 19 percent of millionaires received any income or wealth of any kind from a trust fund or an estate. Fewer than 10 percent of millionaires inherited 10 percent or more of their wealth. If you play the lottery, the chances of winning are about one in 12 million. The average person who plays the lottery every day would have to live about 33,000 years to win once. In contrast, you have a one in 1.9 million chance of being struck by lightning. A pregnant woman has one chance in 705,000 births to have quadruplets. How many sets of quadruplets do you know? Wealth by chance is rare. **(Article continued on page 5)**

Volume 1
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INSIDE THIS ISSUE

HR NEWS

PeopleAdmin	2
HRS Into the Future	2
Unclassified Corner	3
• <i>Outside Activities Report</i>	
Classified Corner	3
• <i>Furlough/Vacation Reminder</i>	
Student Payroll Corner	3
Retirement Information Opportunities	4
Navigating the HR Webpage	4
EAP	4

HEALTH/WELLNESS

Health and Wellness	5
• <i>Financial Fitness</i>	
• <i>Millionaires Cover Story Continued</i>	

GREY MATTERS

Earth Day Anniversary	6
Trivia Time	6

Office of Human Resources News

PeopleAdmin - Tracey's Tips & Topics

Pool Searches in PeopleAdmin Now Available

HR is pleased to announce that the functionality for Pool Searches in PeopleAdmin is now available. We would like to thank everyone for all the feedback we received from our visits with the colleges, deans, Affirmative Action and Budget & Finance.

The recruitment website has also been updated to provide information and documentation on the Pool process. Pool position postings will be active on the UW-L Employment website, after the department chair contacts HR. Training and on-going support of this new process is available and encouraged by HR.

We realize that, with any new process there will be challenges and would like to thank you in advance for bringing them to our attention and working with us to overcome them.

Thank you to everyone for the support of the electronic recruitment process. Please feel free to contact Tracey Simpson (5-8629) or Joy Gutknecht (5-8640) with questions.



HRS . . . Into the Future

The pace of preparing HRS for setup and implementation has picked up the last two months and UW-L HR staff has been devoting more time to this project. A System wide two day conference provided an opportunity to see the conceptualization or model for HRS from 'end to end'. Until this presentation, we had only seen parts of it to provide feedback on. Joy Gutknecht and Cedric Steine attended the conference and brought the information back to HR. We still have some questions, but it is beginning to take form and we have a better sense of what it can do for the campus when fully implemented. We like what we have seen!

There are many new terms and concepts in HRS. This month we will introduce the concepts of Global Professionals and the Campus Scorecard.

Global Professionals are staff on each campus who will become highly familiar and proficient with the HRS navigation and processing logic. They will use this information to help train other key staff on the campus who will work with the system daily. They will also provide information and training for the campus as segments are implemented and become accessible to members of the UW-L campus community. This is the train the trainer model that I am sure many of you are familiar with. The Global Professionals for UW-L are Mark Flottmeier, Joy Gutknecht, Deb Hanson and Jennifer Wilson. We have been involved in testing the training materials for UWSA, and in the process we have worked with a 'vanilla' HRS system and have become familiar with navigation, business logic, and new terms used in HRS. This knowledge should transfer to the actual product that is implemented for system wide use.

A **Campus Scorecard** has been created that will be used monthly for each campus to report on their completion of assigned tasks. March 5th was the first deadline for assignments from February. All campuses completed the tasks and the Scorecard on time. As the implementation process continues, the Scorecard will provide an early warning to the campus and UWS if any campus is falling behind, and will provide the opportunity to take corrective action.

Office of Human Resources News

The Unclassified Corner

Annual Information

Outside Activities, Educational Loan Lender Relationships and Conflicts of Interest

Annually in April, HR provides the following information to staff:

- UW System policies and obligations for unclassified staff to report on **Outside Activities**
- Information to all staff of our policy on institutional and **employee relationships** with **Educational Loan Lenders**
- Information to advise classified staff of their obligation to avoid **Conflicts of Interest**.



This information is distributed electronically. Contact HR with questions on this at 5-8013.

The Classified Corner

Furlough and Vacation Reminders

Happy Spring!

Please keep in mind that all furlough time off (FTO) for 2009-2010 must be used by June 19, 2010 for Classified Staff. Please watch your balances as we get closer to the end of the fiscal year to ensure that you will have all of your hours used by that date.

There are 6 more pay periods (11 weeks) for Classified Staff to use their furlough time for fiscal year 2009-2010. We do have one more mandatory furlough day coming up on Monday, May 17th so make sure you save enough FTO for that day.

Please also note that all vacation carryover must be used by June 30, 2010 or it will be lost. Please work with your supervisor to schedule any vacation carryover time off before June 30th.

Student Payroll Corner

Spring Cleaning Time

Types of Records

1. New hire paperwork that is sent to Human Resources
 - (W-4, I-9, Direct Deposit and Selective Service Forms)
2. Payroll Edits (produced every two weeks)
3. Paperwork that you do not send to HR



Electronic v. Paper Format

It does not matter if you keep the documents in paper or electronic format; however, the records need to be accessible. In other words, will someone in your office be able to access the records in two or three years? If the records are electronic, they should be on a network or shared drive so more than one person has access to the records. There should be a back-up of the network drive.

Record Retention

Human Resources is the official caretaker of the first two sets of records and keep these records for **5 years**. Student supervisors are the official record keepers of the third set of documents. These records need to be kept for **5 years** after the student does not work in your area. It would be advisable to keep about a years worth of the payroll edits in the event you need to complete a student request for information regarding hours worked.

Disposal of Records

Properly destroy the records that you do not need anymore by shredding. If you have a large quantity of records to shred, go to the following web site for arranging for Campus Stores to shred for you: http://www.uwlax.edu/stores/Confidential_Records.htm.

Questions

If you have other documents or questions contact Mark Flottmeier at flottmei.mark@uwlax.edu.

Office of Human Resources News

Retirement Information Opportunities

April is a time to learn more about retirement options as well as saving pre-tax monies for your retirement. There will be both one-on-one counseling sessions available and presentations scheduled throughout April. Please see the complete schedule below:

- **T. Rowe Price**, another vendor from our Tax-Sheltered Annuity [403(b)] program, will be on campus Thursday, April 8th for one-on-one counseling sessions from 8:20 am to 11:20 pm and from 12:00 pm to 1:20 pm in Room 342 Cartwright Center. They are also planning to conduct a presentation entitled “Savings Checkup” beginning at 1:20 until 2:00 pm. Appointments will be on a walk-in basis.
- **Social Security and Employee Trust Funds (ETF)** will be on campus Wednesday, April 14th in the evening to conduct presentations in the Graff Main Hall Auditorium, Room 260. Social Security will provide an information benefits presentation from 5:30 pm to 7:00 pm to be followed by an ETF presentation on the Wisconsin Retirement System (WRS) from 7:00 pm to 9:00 pm. Please note, there are no reservations required for these presentations and they are also open to the public.
- **The Wisconsin Deferred Compensation (WDC) program**, a pre-tax savings program for retirement, will be on campus on Wednesday, April 21st in two locations for one-on-one counseling sessions. They will be available from 8:00 am to 12:00 pm in Room 432 Carl Wimberly Hall and again from 12:30 pm to 5:00 pm in Room 260 Cartwright Center for your convenience. Information regarding scheduling appointments will be forthcoming.
- **Fidelity Investments**, also a vendor from our Tax-Sheltered Annuity [403(b)] program, will be on campus Monday, April 26th for one-on-one counseling sessions from 9:00 am to 4:00 pm in Room 258 Cartwright Center. For more information and/or to reserve a time slot, please visit [Fidelity](#)

Navigating the HR Website

If you are currently employed at UW-L, you might be interested in our [Current Employee page](#) where you'll find links to information regarding reporting accidents, careers, IDPs, governance and forms related to topics of interest to you. To view the Current Employee page, click on the following link:

<http://www.uwlax.edu/hr/current/>

Employee Assistance Program

To view this month's EAP Newsletters, please click on the following icons:

[Frontline Employee](#)
[Wellness, Productivity and You!](#)

Gundersen Lutheran Employee Assistance Program presents

The FRONTLINE Supervisor
Helping you manage your most valuable resource: Employees



Health & Wellness

Work and Life Balance Financial Fitness

Financial Concern and Fitness

Getting your finances in order doesn't seem like it would be a lifestyle change for fitness benefits, but it really can be. Just think of the role that money plays in your everyday life. You worry about money and end up facing financial hardships that move into your work life, your home life, your marriage, and even your physical health.

As you know, stress causes a wide range of health concerns for your body. Money is one of the largest causes of stress in people every single day.

Therefore, when you want to improve your well being and health you need to take into account the fitness of your overall financial life. In the perfect world you would have plenty of money to do what you want to do. But, that's not always possible

To finish reading this complete article by Mason Hinton, Articles Base Contributor, please click on the following link: <http://www.articlesbase.com/health-articles/financial-concerns-and-fitness-967855.html>



“Good fortune is what happens when opportunity meets with planning”

Thomas Edison

How Much Do You Know About Millionaires?

Continued from Page 1

Learn to live below your means/income:

- Only 28.6 percent of millionaires have American Express Gold Cards while 43 percent have Sears credit cards.
- Only 6.2 percent of millionaires have American Express Platinum Cards.
- Ford is preferred by 9.4 percent and Cadillac by 8.8 percent. Lincoln comes in third at 7.8 percent.
- Only 23 percent of millionaires drive a current-year (new) car.

If an average 18-year-old high school graduate spends as much as an average high school dropout until both are 67 years old, but the high school graduate invests the difference in his or her earnings at 8 percent annual interest, the high school graduate would have \$5,500,000. Of course, a normal person would spend some of the difference, but it is a dramatic illustration of how valuable a high school diploma is. The difference in earnings between a high school graduate and a high school dropout is \$8,000 at age 18.

The illustration assumes the difference increases by 1.5 percent each year and that the difference is invested at 8 percent interest each year.

It pays to resist temptation and live below your means.

Pay yourself first. Regular savings can make you wealthy, even if your salary is modest. At age 18, you decide not to smoke and save \$1.50 a day. You invest this \$1.50 a day at 8 percent annual interest until you are 67. At age 67, your savings from not smoking are almost \$300,000. Because of the power of compound interest, the earlier you begin saving, the better.

Select carefully. Most millionaires are married and stay married. By contrast, divorce is a gateway to poverty. Financially speaking, divorce is something you want to avoid, particularly after you have children. It is important to choose a marriage partner carefully.

Where will you be financially next year at tax time?



Grey Matters

40th Anniversary of Earth Day

To note the marking of the 40th Anniversary of Earth Day on April 22, 2010, below are some Green Tips from the US Environmental Protection

Water Conservation

A full bathtub requires about 70 gallons of water, but taking a five-minute shower saves water by using 10 to 25 gallons.

Recycle

E-Cycle it! Take your old computer, DVD player, or other electronics to an electronics recycling center.

Energy Conservation

When you do home maintenance, also do a home energy audit to find out how you can save money by making your home more energy efficiency.

Additional Earth Day information can be found on the following websites:

www.epa.gov and www.epa.gov/EarthDay/#energy

Reference: www.epa.gov/EarthDay/podcasts/index.html



Earth Day – Every Day

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it is the only thing that ever has.

– Margaret Mead



TRIVIA

1. Which Amendment authorized the Income Tax?
2. What year did this Amendment pass?
3. Why is the tax form called 1040?
4. What percentage of all Federal Income Tax was paid by the top 5% (\$160,000 or more per year) of earners in 2007?
5. Which city do Wisconsin tax payers mail their Federal 1040 forms to?

Human Resources Staff Trivia

Match the name of the HR Staff Person to their trivia.

- a. I turn wood, stone and acrylics on a lathe to create pens.
- b. I am a Iowa Hawkeyes and University of Northern Iowa fan.
- c. I celebrate my birthday with another person in Human Resources.
- d. I like digging into the past.
- e. I retired with the rank of Major from the Army Reserves.
- f. I was secretary of an Army Reserve Unit's Family Support Group.
- g. My first time fishing, I caught a 17 1/2" trout.
- h. My birth month and day is the same as another HR person.
- i. My lowest bowling score was a 6 and the highest was a 244.
- j. I lived in Alaska for 2 years.
- k. I follow the mighty Mississippi daily from home to work.



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|--------------------|--------------------|
| 1. MARY DIXON | 7 JO ANN KUESTER |
| 2. DIANE DOBBS | 8 KATHY RING |
| 3. MARK FLOTTMEIER | 9 TRACEY SIMPSON |
| 4. JOY GUTKNECHT | 10 CEDRIC STEINE |
| 5. DEB HANSON | 11 JENNIFER WILSON |
| 6. SUSAN HAUBER | |

Answer Key Tax Time Trivia 1) 16th 2) 1913 3) When the tax started, you needed to work more than 20 hours per week (1040 hours per year) to pay any tax 4) 60.63% -From the National Taxpayers Union web site 5) Fresno, CA for most returns

HR Staff Trivia 1) D 2) G 3) E 4) K 5) C or H 6) B 7) I 8) F 9) C or H 10) J 11) A

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